

Indiana State Department of Health
Food Protection Program
2 North Meridian Street, 5C, Indianapolis, IN 46204
317-233-7360

Food Protection Survey
Food Protection Activities at the Local Health Department

Date: _____ Health Department: _____

Contact Person: _____ Contact e-mail: _____

Surveyor: _____

Part 1 - Establishments Regulated by the Health Department in Last 12 Months:

Restaurants/ Caterers		Schools		Farmers' market vendors		Mobile		Bed and Breakfast	
Full Service Grocery		Prepackaged		Assisted Living		Temporary		Total Number of Establishments	
Convenience Store		Fast Food		Seasonal		Other			

Menu Type 1		Type 2		Type 3		Type 4		Type 5		Total -
-------------	--	--------	--	--------	--	--------	--	--------	--	---------

Staffing resources:

County Population									
LHD Staffing	Number on Staff			Total Hours /Week budgeted for Food Protection Activities					
Full Time Food Safety Inspection Officers									
Part Time Food Safety Inspection Officers									
General Environmentalists									
Office use	FTE/population:			FTE/establishment					

Records Management for Administrative Program Support:

Is a system is in place to collect, analyze, retain and report pertinent information?	Yes	No
Is equipment provided for administration, including computers, software, and or items necessary to support record keeping system?	Yes	No
If yes, list the name of the software program(s) being used:		

Part 2- Public Health System Performance Standards based on FDA Voluntary National Retail Food Regulatory Program Standards and the 10 Essential Services

FDA Standard #1 Regulatory Foundation		
Essential Service #6 Enforce Laws		
Do the county ordinances cover all current state food regulations and statutes?	Yes	No
If no, what is not incorporated?		
FDA Standard #2 Trained Regulatory Staff		
Essential Service #8 Assure Competent Workforce		
Is there an internal training program for new staff?	Yes	No
If yes, does it mirror the Conference for Food Protection's training model? If not, how does the training occur?		
Is the FDA ORA University online learning management system used?		
Do you have ISDH Standardized Inspection Officers and/or Candidates?		
How many of each?		
FDA Standard #3: Inspection Program Based on HACCP Principles		
Essential Service #1 Monitor		
Essential Service #6: Enforce Laws		
Is the inspection form(s) designed and provided by ISDH used?	Yes	No
If no, what reporting (inspection report) is used?		
FDA Standard #4 Uniform Inspection Program		
Essential Service #6 Enforce Laws		
Are inspection reports completed with clear, legible, concise and accurately recorded data?	Yes	No
Does staff review files prior to doing inspections to act on repeated or unresolved violations?	Yes	No
Is there an active enforcement program?	Yes	No
FDA Standard #5 Foodborne Illness and Food Defense Preparedness and Response		
Essential Service #2 Diagnose and Investigate		
Is there a written procedure for the investigation of foodborne outbreaks?	Yes	No

Is there a written procedure for complaints and follow-up investigations?	Yes	No
Is there a listing of community contacts, such as hospitals, clinics, fire dept., etc.?	Yes	No
FDA Standard # 6 Compliance and Enforcement Essential Service # 6 Enforce Laws		
Are written policies for enforcement available and used consistently?	Yes	No
FDA Standard #7 Industry and Community Relations Essential Service # 3 Inform and Educate		
Are staff involved in task forces, and/or committees to discuss food safety with community leaders, consumers, and fellow professionals?	If Yes, please list last page.	No
FDA Standard #8 Program Support and Resources Essential Service #8 Assure Competent Workforce		
Are there sufficient funds, staff, equipment provided and resources to meet the standard?	Staffing: 1 FTE/280-320 inspections*	No
	Equipment: head cover, calibrated thermocouple, flashlight, sanitizer test kits, heat sensitive tapes, alcohol wipes, camera, etc.	No
	Available Equipment: black light, light meter, pH meter, foodborne illness investigation kit, sample collection kit, cell phone	No
FDA Standard #9 Program Assessment Essential Service #5 Develop Policies and Plans		
Has the department enrolled in the FDA Voluntary Standards?	Yes	No
If yes, what is the status of the self assessment?		

*Note: An average workload figure of 150 establishments per FTE with two inspections per year was originally recommended in the 1976 Food Service Sanitation Manual standard originating from the book entitled "Administration of Community Health Services". Annex 4 of the code since 1993 has included a recommendation that 8 – 10 hours be allocated for each establishment per year to include all the activities reflected in the definition of an inspection. The range 280 -320 broadly defined inspections per FTE is consistent with these previous recommendations. A measure of resources defined as inspection per FTE rather than establishments per FTE allows for the same unit of measure to be used for any jurisdiction regardless of the frequency of routine inspections conducted among the various priority categories.

Please list any industry and consumer interaction forums: (i.e. IEHA, Food Safety and Defense Task Force, CFP, county, state, national task forces/committees)

Forum Title	Regulatory Participants By Organization	Industry Participants by Organization	Consumer Participants by Organization	Meeting Dates	Summary of Activities Related to Control of Risk Factors

Please list any educational outreach activities conducted:

Dates	Summary of Activities

Please list additional outreach activities not specified above:

Please list any additional outreach activities of note below.

Dates	Summary of Activities